



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

ACSH-C

27 Jul 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO (USANATO) Brigade Policy Letter #15 – Army Motor Vehicle Operations

1. References:

- a. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 Aug 04.
- b. Army in Europe Regulation (AE Reg) 385-55, Prevention of Motor Vehicle Accidents, 26 Jan 00

2. Scope: This policy will apply to all personnel assigned, attached, or employed within or by the USANATO. The term "military vehicles" refers to tactical and non-tactical (NTV) vehicles.

3. General:

a. Tactical Vehicle Operations

(1) All tactical military vehicles will have a minimum of two occupants - a qualified driver and an assistant operator. One of the occupants in the vehicle will be a noncommissioned officer in charge (NCOIC). Dispatching a vehicle without an NCOIC requires the commander's signature on the risk assessment.

(2) Wheeled vehicles require at least one ground guide. Two ground guides will be used when backing a vehicle when vision is restricted.

b. All Non-tactical vehicles (NTVs) will have a minimum of two licensed operators in the vehicle when driving. Exception to policy may be given to have less than two licensed operators by the Commander. Dispatching a vehicle without an NCOIC requires the commander's signature on the risk assessment.

c. Drivers will be in a duty uniform when operating tactical vehicles. Soldiers will be in the prescribed military uniform of the day while civilian drivers will be in appropriate work clothes. Exception to duty uniform must be authorized by the commander on the dispatch.

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4. Official Use and Parking of Military Vehicles:

a. Military vehicles, including Army-owned or leased civilian vehicles (TMP commercial vehicles) will be dispatched and operated for official use only. Official use is characterized as essential for the completion of a DOD/unit functions, action, or operation.

b. Commanders will ensure only vehicles necessary for mission accomplishment are dispatched. Commanders will periodically check vehicle usage against reason for dispatch to ensure proper utilization of vehicles.

c. Military vehicles will not be used for transportation to or be parked at, commissaries, post exchanges (including all concessions), bowling alleys, officer and noncommissioned officer clubs, or any non appropriated fund activity unless personnel using the vehicles are on official Government business or temporary duty travel (TDY).

d. Military vehicles will not be used as transportation from home to work. An exception is the authorized use of a NTV for transportation between an employee's home and an airport or other common carrier terminal in conjunction with official travel.

5. Dispatch procedures:

a. Only the Company Commander, First Sergeant, or OIC/NCOIC of an isolated site are authorized to dispatch vehicles by signing his or her name on the first line in the "Released by" column of the DD Form 1970 (Motor Vehicle Utilization Record). In the event of an extended dispatch, the Commander, First Sergeant, or Site Chief will also sign in the "Released by" column under the extension stamp.

b. Commanders and supervisors will ensure that all drivers are knowledgeable of and can perform Preventive Maintenance Checks and Services (PMCS) before, during, and after operation as prescribed by the appropriate operator's manual. A responsible noncommissioned officer will sign the second signature block of the DA Form 5988-E (Equipment Inspection and Maintenance Worksheet) verifying that PMCS has been performed.

c. Units will ensure that procedures are implemented to provide all drivers with strip maps when vehicles are dispatched on unfamiliar routes. This should be done in sufficient time to ensure the drivers can familiarize themselves with their routes prior to departure.

6. Safety.

a. Commanders and supervisors will ensure that drivers use the safest, most direct route to their destination.

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b. Special Drivers Training Programs:

(1) All personnel (officer, warrant officer, enlisted, and civilian) who will be required to operate a military vehicle will obtain a military vehicle operator's license relevant to the types of vehicles they will drive or may serve as assistant driver.

(2) All military and civilian employees who drive Army-owned or leased vehicles have to complete a defensive-driving or accident-avoidance course within the last 4 years IAW AR 385-55. HQDA has directed that the standard course to be used to meet this requirement will be the Army Traffic Safety Program, Accident Avoidance Course for Army Motor Vehicle Drivers (Army POV 1-3), which is available through Army Knowledge Online (AKO) at <https://www.us.army.mil> under My Training. Refresher training is required every 4 years.

(3) Winter drivers training will be conducted annually for each driver and annotated on DA 348/OF 346. Schedule through your local community drivers training section.

(4) Remedial Driver Training will be conducted within one week of vehicle accident by the unit master driver and annotated on the driver's DA 348/OF 346.

c. Safe Driving Operations: All tactical and NTV vehicles as well as TMP vans will use a ground guide when backing up. Drivers will exercise extreme caution when negotiating military vehicles through all narrow streets. Most of our accidents occur because drivers have not used ground guides when backing up or driving through tight areas.

d. A risk assessment will be conducted by the first line supervisor prior to deploying the vehicle on a mission. The risk assessment worksheet will be posted in the dispatch book.

e. Safety Equipment:

(1) All personnel operating or riding as passengers in an AMV will wear seatbelts when sitting in seats with safety belts installed. No one will ride in a seat from which occupant restraints have been removed or made inoperative.

(2) Drivers and assistant operators of all military vehicles will not operate vehicle without ensuring the following safety equipment is available and operational - first aid kit, emergency warning triangle, and fire extinguisher.

(3) During the winter driving season (Nov-Mar), vehicles will tire chains.

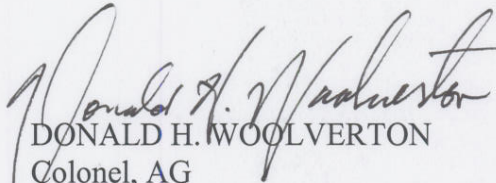
(4) A reflective vest must be accessible to the vehicle crew and occupants and used as required by host-nation traffic laws. All vehicles transporting hazardous material (HAZMAT) must have reflective vests accessible to each crewmember IAW AE Reg 55-44.

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f. Anyone who observes a brigade vehicle operating in an unsafe or improper manner, or in violation of any portion of this policy will note the time, location, and identification of the vehicle, and submit a telephonic report to the Brigade Executive Officer or Command Sergeant Major at 423-4707. Safety is everyone's responsibility. All personnel will make every effort to ensure safe vehicle operation.

7. Point of contact is Brigade Safety Officer Mr. Wood, 423-8207.



DONALD H. WOOLVERTON
Colonel, AG
Commanding

DISTRIBUTION:

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